Save Time Up Front!

Making NWCG documents created in Microsoft Word compliant with Section 508 requirements

Part 3

Part 3

Welcome to Part 3 of "Save Time Up Front! – Making NWCG documents created in Microsoft Word compliant with Section 508 requirements."

At this time we'd like to remind those of you joining us that this is part 3 of a three part series.

Part 1, featured an introduction to the Ribbon Toolbar, Properly Setting up a Document, Properties, Setting up Styles, and Creating a Table of Contents, and was aired on April 30th.

Part 2, featured When to Clear Formatting, Bullets and Numbered Lists, Headers and Footers, Page Numbering, Alternatives to Text Boxes, Alt Text for Graphics, Wraps, Optimization, Grouping Graphics, Contrast, and Color aired May 18th.

Part 3, today features Tables, Hyperlinks, Checking MS Word for Accessibility, The Checklist, Saving Word Templates, Saving Your Word Document to PDF, and Forms.

We will be closely following the 508 User Guide (Guidelines on Creating 508 Compliant Documents and PDFs). A link to this document can be found at: www.nwcg.gov. under Accessibility Guidelines.

Finally, to move through the session in a timely manner, we ask that you type in your questions, and we'll go back and answer them at the end, given time.

Okay, let's get started. My name is Rhonda Noneman, and I will be walking you through Part 3 today. Cyndi Wolf is with me to assist on Keyboard.

Tables

Tables, we've all used them, but when not created properly and then saved to PDF they cause the most errors and are the most time consuming to fix. Therefore, learning to build them correctly is VERY important.

Let's take a look at a few tables so we can point out the most common errors made with tables.

1. Let's open our Table Example PDF ……..
2. We have three tables on the first page.
3. The first table has its title in the caption which is fine if you have several tables in a row under a main topic Heading. It also provides supporting information below the table instead of trying to include it in the table. However, it has two blank cells that won't provide any information to the viewer and will not be read by assistive technology.
4. The second table has its title as a heading which if we click on bookmarks, the little ribbon on the left tool bar, you can see it's heading there. This is fine if you want each table bookmarked to be able to navigate to it quickly. It uses no caption, giving no

context for the image indicating what a disabled user will see next. However, it fills the blank cells with n/a… readable, but still not very meaningful.

5. The third table is all wrong. The title is in the table itself and uses merged cells with no information in the blank cells. While this table looks fine, it ***will*** have multiple errors when checked for 508 Accessibility in Adobe Acrobat.
6. Let's do a quick accessibility test on all these tables to see what happens.
7. Go to Tools on the top right and open the Accessibility tab. If it's not there, go to View>Tools and click on Accessibility…..
8. Choose Full Check. Adobe doesn't always default to the correct category, so we need to make sure the category is set to "Forms, Tables and Lists," and that the "Tables Must Have a Summary" box is checked. Now click on Start Checking.
9. In the left hand tool bar you will now see a report under the Double Check marks in the blue circle. It shows we have three table issues – Headers failed, Regularity failed, and Summary failed. Let's go ahead and open each of these to see what they are.
10. Under the Headers let's click on the first error - Element 1. It highlights the second table, indicating the header failed. Element 2 also indicates that table three's header failed. Because there are no other Header errors, we know that no other table in the documents has header issues.
11. If we click on Element 1 under Regularity failed, we see the third table has regularity issues due to the merged cells, which can be the most time consuming errors to fix.
12. However our table on page two is nearly perfect! It correctly provides the title in a heading outside the table, an explanation of the table in a paragraph above the table, a caption, and all cells have been filled with text that means something and will read properly.
13. At this version of Acrobat 11, all Table Summaries will still fail. We put these in the Word document, but they will not follow when saved to PDF. Therefore, we would have to insert summaries again, but you can easily copy and paste from the Word document.
14. The last errors under Document at the top of the list are standard errors. The blue button with the question marks indicates you need to do a manual check for reading order and color contrast.

So now you see why tables need to be created properly. There are many agencies that have dozens of complex tables in their documents. If we learn how to do them right, we're not fixing these ugly errors in the end. Unfortunately, we don't have time to fix PDFs today, so let's go ahead and close this document and open a new blank Word document.

There are many tricks to making tables look more interesting, and require an advanced knowledge of Adobe Acrobat, but today we are going to start with the basics of properly constructed tables.

1. Let's begin by going to the Insert Tab on the ribbon bar and clicking on the Tables button on the left. The quickest way is to drag your cursor over the boxes in the dropdown until you have the desired number of columns across, and rows down.
2. There are also some nice built-in tables under the Quick Tables dropdown at the bottom of the dropdown menu. If you scroll through you'll see calendars, tabular data, and matrix style tables.

3. Do not use the Draw Table tool. It is not efficient, nor compliant.
4. For this example we will use the “Insert a Table” feature which will bring up a new window allowing you to set the number of columns and rows, as well as AutoFit behaviors depending on how you want your table to fit on the page. If you are creating many tables that will be the same dimensions, you can select to Remember Dimensions for New Tables at the bottom of this window which will save you a lot of time.
5. Let’s make our table 3 columns and 3 rows with a Fixed column Width of Auto. Tables must have the same number of columns in every row, and the same number of rows in every column to avoid regularity errors when saved to PDF.
6. Next we will put some information in the table. In the top row, let’s type Date in the first cell, Apples in the second cell, Oranges in the third cell. These are our labels.
7. In the second row we’ll type June in the first cell, 100 in the second cell, and 300 in the third cell.
8. In the third row we will type July in the first cell, 200 in the second cell, and 200 again in the third cell.

So now we have a table with clear labels and data, and all the rows and columns are equal.

1. Now the **Column Header** is always the first row of any table. Let’s highlight the first row and under the ***now visible*** Table Tools in the ribbon bar click on the Layout Tab and select Repeat Header Rows…over on the right side of the ribbon bar. You must do this to EVERY table to prevent Header Row errors when saved to PDF.
2. You can also do this by right clicking and choosing Table Properties, and under the Row Tab put a check mark in the Repeat as Header Row at the Top of Each Page. Ours is already checked because we’ve already done it from the ribbon bar.
3. If you have a lot of information in your table cells, you may want to check Allow Row to break across pages. This allows the row to continue onto the next page uninterrupted. Newer Acrobat compatibility has no issues with doing this, as long as you have set the “Repeat Header Rows” feature. Let’s say OK and leave this window.
4. You can also force a table to break where you want it. However, you will lose the “Repeat Header Rows” and have to recreate it each time you do a page break on the table you forced to the next page.
5. To *add* a row or column, we’ll place our cursor next to the word June, right click and choose Insert. In the fly out choose row above or below, column left or right. We’ll go ahead and add a row above. And we’ll do that again for a total of two rows. Now we have two blank row.
6. To remove rows you ***cannot*** just highlight and select delete. We’ll place our cursor onin one of the blank rows and right click, not highlight, and select Delete Cells. The pop up window will give you the options to shift cells right or up, or delete an entire row or column. We’ll delete the entire row. You *could* also highlight the row or column you want to delete and from the Table Tools, Layout tab on the ribbon bar, select delete from there.

7. **Now… our table looks a little boring doesn't it? So let's give it some color and adjust the lines.**

1. Let's select all the cells in the header row and go to the Ribbon Bar **Table Tools Design Tab** and click on the Shading dropdown menu. We'll choose a light blue. Remember to pick colors that have good contrast with the text.
2. Next we can adjust our cell width a couple different ways. The easiest way is to simply hoover your mouse over a horizontal line in the table until it shows two hairlines with arrows on each side, then drag either left or right.
3. For precise dimensions highlight the cells you want to change. We'll highlight the entire column of Date, June, and July. Right click, go to Table Properties and on the Cell Tab set to 1", on the Table Tab set to 6.64", and click OK. You must select the entire column in order to change the width.

Microsoft protects the integrity of the table unless you manually split or merge cells. However, you **DO NOT** want to split or merge cells, because it will throw regularity errors when saved to PDF, and those can be very time consuming to fix. Therefore, we've developed a few workarounds that just "look" like merged and split cells.

Let's do a Merged Cell "Look" on top of our table:

1. We need a blank space right above our table to start typing. However, if you can't get your cursor before the table, create a page break by putting your cursor in front of the first word in the first cell and press Control/Shift/Enter. A new space, before the table will be created. Place your cursor at the left margin and begin typing.
2. We'll type **Fruit Stand Quantities**.
3. With your cursor on the text line you just created, go to the Home tab Paragraph Group and click on Borders.
4. Select Outside Borders from the drop-down menu.
5. Next, with your cursor in the Fruit Stand Quantities text line, go to the Home Tab, Paragraph Group, and select the Line and Paragraph Spacing button. In the drop down menu select Remove Space After Paragraph. This butts the borders to the table. If it's off a little you can hover over the **Table** and drag the small square in the bottom right corner to line up with the header box we just created. Or you can manually adjust the margins in the ruler. Whatever works best.

So now you have what looks like a single cell as a header for your table, without actually being in the table. Now let's say you want this single cell to "***look***" like two cells.

1. Place your cursor in the top header box we just created.
2. On the ruler you will see a little square box at the left. This is the tab options. Click on it until you get the straight **Bar Tab**.
3. Place a tab on the ruler, in-line with the second column line, by clicking once just under the ruler. We'll place ours right above the line between Date and Apples. You should now see a solid line. Line it up to match by sliding the Bar Tab.
4. We need another tab, this time a Left tab. So click on the Tab Options until you get a Left Tab, and place it on the ruler to line up with the word Apple.

5. Now with your cursor before the word Quantities, press the tab key. **Do NOT** use the space bar… assistive technology will read it as “blank, blank, blank, blank.”

You now have, what appear to be, two cells in a three cell table…and it’s compliant. Another way to do this is actually build the table with four rows, and remove the borders from the second column. Let’s see how that works:

1. Place your cursor in the blank cell below Apples and on the Home Tab Paragraph Group select the Borders button. In the dropdown menu un-highlight the Right Border. It now looks like a merged cell, but it’s not.
2. With this method, you cannot type any farther than the actual cell width, though. Let’s type some ambiguous text until it moves the cell right… just to see. It is more restricting than the previous version, but will be compliant. Now, let’s go ahead and remove the text we just typed.

So those are the basics of creating a compliant table, and a table which looks like it has merged cells. But let’s talk about how a screen reader reads data and how you can help it be clearer to disabled users.

When a table is read by assistive technology, it reads left to right. Therefore, our table would read: Fruit Stand, Quantities, Date, Apples, Oranges, June, 100, 300, July, 200, 200. For sighted people, as they read, their eye is still making the association to the header labels. They can quickly see that 100 is under Apples, and 300 is under Oranges. But the unsighted reader can’t do that. To help them, you can place an invisible word either in front of or behind each figure that will read, but not be seen. Let’s do that:

1. Copy the word Apple and paste it right after each figure on each row under the Apple column. In this case right after 100, and right after 200.
2. Next highlight the word Apple you just pasted in each cell and on the Home Tab Font Group change the color to whatever the background color of your cell is, in our case white. The words are now invisible but assistive technology will read each of them, helping identify what individual data is related to. This table would now read, June 100 apples, July 200 apples… we would do the same to the orange column. If you have blank cells, you might want to put words that read No Data. Otherwise, assistive technology will skip the cell, and it can be very confusing for users to follow.

This is just an option, and while it takes a little more time to create, it is very helpful to unsighted users. It is not mandatory, however.

Next, add the Alt text Title and Description to your tables. Be aware…this will be a redundant task, because you will have to do it again in Adobe Acrobat. For some reason the title and description do not follow when saved to PDF. So why do them in Word, you ask? Because the original Word document ***will*** retain them, and if the document is revised, by someone other than the original author, then they won’t have to guess at what the table summaries ***should*** be. They can just copy and paste the Word description into the PDF summary box.

Let’s keep this document open and we will now create a hyperlink.

Hyperlinks

Hyperlinks…. there are ***many*** varying opinions on how to display them. Some URL’s, also known as a web address, are *very* long. These can quickly clutter up a document with ugly strings of letters, backslashes, dots and other characters. So what’s the answer? First, always make sure the URL is identified. Don’t just type “Click Here”, with the link hidden.

The problem with typing just the words like “Go to NWCG” or “Click Here,” is that assistive technology won’t identify the actual web address, and if the document is printed, it won’t identify the web address either. So what we suggest is:

- For a document with just one or two web addresses, go ahead and type the whole address.
- For documents with more than two web addresses or just really ugly, long strings, you can type the shorter landing page web address, such as www.nwcg.gov, and in the hyperlink context box put in the full address that will show in Alt Text as well. At the bottom, in the footer, or at the back of the document you can place the complete string for printing purposes. This keeps your document much cleaner, it is 508 compliant, and the actual address is printable.

Let’s create a hyperlink and we will demonstrate:

1. Type www.nwcg.gov. It automatically creates the link, but we want to adjust the text.
2. Let’s click on the hyperlink text and go to the Insert Tab on the ribbon bar and under Links click on the Hyperlink button.
3. The Text to display box displays what is going to be seen on the page. We’ll leave it as is.
4. In the address box make sure it has the full address with the http://www.nwcg.gov which is the complete address that you want the link to take people to.
5. On the top right of this window is a button called Screen Tip. Click on it.
6. This is the Alt Text that the assistive technology will read and should say something like: ”This link goes to NWCG at:” and place the complete web address here as well. Click OK to leave both of both these windows.

You will now see the type www.nwcg.gov in blue with an underline indicating it is a link. If you hover over the link, it will show the Screen Tip text with the complete address. Then remember to place the full URL address in the footer or at the back of your document for a printable version, if necessary.

Checking MS Word for Accessibility

Checking your Word document for accessibility is a quick step that will tell you of potential errors when saved to PDF. We'll use our open document and run a check.

1. Let's go to the File Tab on the ribbon bar and select Check for Issues. In the drop down select Check Accessibility. A new window will pop up and show errors and warnings if any. "Errors" should be fixed in Word because they will cause PDF errors. "Warnings" are areas of concern you should review, but may or may not cause PDF errors. If you click on each one it will tell you why and how to resolve the problem.
2. We'll go ahead and delete the blank table row from the table. Place your cursor anywhere in the row, right click, select delete cells, and choose delete entire row, and click ok.
3. The error disappears and it shows no accessibility issues.

The Checklist

The Checklist can be found at the end of the MS Word chapter in the 508 Users Guide. It walks you through each of the requirements for a document to be compliant. Just because a document checks out in MS Word or PDF, doesn't mean it meets all 508 requirement standards. Items such as: Do images have descriptive text or do all tables have a logical reading order? These types of things must be checked manually. Therefore, you should use this checklist every time to help you avoid mistakes and follow the best practices for document accessibility.

Now onto Templates.

Saving as a Template

Templates are a huge time saver, especially if you have repetitious documents that need to maintain a standard look regardless of who prepares them. There's no need to reinvent the wheel every time. So let's look at how to save a template.

1. We'll save the document we are working in as a template.
2. Go to the File Tab and Save As, choose Word Template in the "Save as type" drop down menu. We also suggest adding the word Template to the end of your document name, and keeping an original separate, especially if you will be adding a password to protect the template document from being edited. If you lose the password, you will not be able to open the document. We suggest you keep your original unlocked. We haven't created a folder, so we'll just save, but ***you*** might think about creating a Template folder to store all your templates.

That is how to save a basic template. However, you may want to add content controls or restrict editing of certain areas. All these can be found on the Ribbon bar **Developer Tab**.

1. In our open document, go to the Developer Tab on the ribbon bar. If you don't see the Developer Tab, you'd want to go to the File Tab, select options, and under **Customize Ribbon** check the developer box on the right panel, and click OK.
2. On the Developer Tab you'll find the Controls Group which has several options. The colored double Aa is Rich Text. The plain double Aa is of course Plain Text. Next to that is the Picture Content control. There's a Building Block, a Combo Box, a Dropdown Menu, a Date Picker, a Checkbox, and a group of legacy tools if you are editing an older document that used Controls. There is also a Design Mode, a Properties, and Group option. There's a lot to play with, but today we are just going to do the basics.
3. Let's place our cursor on a new line under the nwcg.gov hyperlink.
4. Now on the Developer Tab in the Controls Group select the colored double Aa to add a Rich Text Control. This places a text box on your document – these don't appear to cause 508 errors.
5. If you want to add instructions on how to fill out the content of the text box, select the Text Box and in the **Control Group** on the ribbon bar select **Design Mode**. You should now see new chevron boxes on each side of the text inside the text box. We'll highlight the current text and replace it with, "Place Text Here". Now click the design mode button to unhighlight.
6. If you want the placeholder text to disappear when the user types, click inside the Text Box, and on the ribbon bar click on the Properties button in the Control Group and select "Remove content control when contents are edited." And click OK.
7. To restrict editing to only the areas you want users to be able to change, we will go to the Developer Tab on the ribbon bar, and under the Protect Group select **Restrict Editing**, which opens a new panel on the right side of the window.
8. By holding our control key down, we can select multiple areas from anywhere on the page. We'll highlight just the June and July rows in our table, as well as selecting the Text Box we just inserted.
9. On the right side of our screen, under step 2 in the "restrict formatting panel", put a check in the "Allow only this type of editing in the document," then choose "No changes (read only)" in the drop down. Now, under the exceptions, put a check in the box next to "Everyone." In step 3 say "yes, start enforcing protection" and add a password. We'll just type "guest." And click OK.
10. If we click anywhere on the screen to unselect our items, we now see our editable areas are highlighted in yellow. Editable regions can be anything on the page: headings, body text, tables, images, etcetera.
11. Let's go to File and Save As, make sure it is a Word Template format, and make sure we added the word "template" to the end of the file name, because we haven't made a template folder, we'll just save.

Tada, you now have a document you can share with others that you can be confident will only be edited in the areas you have specified. Remember though, if you are sending PDFs that you need assistance with making 508 compliant you must provide us with the password, or send the original unprotected document. We can't do anything with locked documents.

Saving to PDF

The final step before saving is to turn off **Track Changes**:

1. On the Ribbon Bar **Review Tab** make sure the **Track Changes** button is not highlighted.
2. Under show Markup: Turn off formatting by unchecking the box.
3. Go to the **File tab, Options**, **Display** and make sure all formatting marks are turned off. And say OK.

Finally, after the document is accessible in MS Word, we are ready to save to PDF. There are actually a couple ways to do this: from the ribbon bar if you have Acrobat Pro loaded, and from the File Tab Save as Adobe PDF. The simplest method is from the ribbon bar, but sometimes, depending on the content of your document, it works better from the **Save as Adobe PDF**. Acrobat seems to interpret characters and fonts differently, and we don't know why. Therefore, if your document comes up with character encoding errors when you do an accessibility check in Adobe Acrobat, then try the other method…it can't hurt, and may save you a lot of time. **Method one**:

1. Let's start by saving a PDF from the ribbon bar.
2. Go to the Acrobat Tab and select Create PDF.
3. Make sure Protect PDF is NOT checked. We can't help you fix errors if you've protected the file.
4. Under Options make sure the following are checked: Convert document information, Enable Accessibility and Reflow with tagged Adobe PDF, Create Bookmarks, and Convert Word Headings to Bookmarks. Apply to All pages and click OK and Save. The PDF will automatically open for review. We'll go ahead and close it to illustrate method two.

Method two is nearly the same as method one, but renders different results sometimes:

1. Under the File Tab Save as Adobe PDF.
2. Make sure Protect PDF is NOT checked.
3. Under Options make sure the following are checked: Convert document information, Enable Accessibility and Reflow with tagged Adobe PDF, Create Bookmarks, and Convert Word Headings to Bookmarks. Apply to All pages and click OK and Save.

And that's all there is to saving a BASIC PDF. We'll go ahead and close these two documents and move onto forms.

Forms

508 compliant PDF forms **CANNOT** be created in Word. Currently, NWCG uses Adobe Acrobat Pro to develop static forms, and we will be providing instruction in this program today.

The easiest way is to create a layout in MS Word first, save it to PDF, make sure the PDF is 508 compliant, and then use Adobe Acrobat's automated features to create the form or insert fields manually. The feature "Create a Form" in Acrobat is VERY basic, and has limited features so we don't suggest using it.

1. So, let’s open our widget form PDF. The base was built in MS Word and saved to PDF.
2. Because table summaries never follow the Word document, we’ve already gone ahead and fixed them today to save time. Fixing PDFs is covered in the 508 Users Guide.
3. So this document is now 508 compliant and ready to be made into a form.
4. Let’s open Tools and then the Forms tab on the right panel and select Create. To insert fields manually, you would select Edit, **but** we are going to let Acrobat set the form fields today so we can show you how to make corrections.
5. So, use “From Existing Document” and select “Current Document” in the next window. “**From Scratch**” would take you to the **VERY** basic FormsCentral, and we don’t want to go there. Adobe now tells you that you are in Form Editing Mode. Click OK.
6. Adobe Acrobat attempts to seek form fields. While Acrobat is *pretty* smart, sometimes it gets it right, sometimes it doesn’t. However, more often than not, it is easier to fix, than create new fields from scratch.
7. So Adobe attempted to see where we wanted form fields, but some we have to delete, and some we have to adjust.
8. First lets delete the field in our title bar “Individuals” because we don’t need anything there.
9. Now do the same thing with all the field boxes in the left column of our first table. Adobe thought we wanted a field in those blank areas, but we don’t. Select and delete.
10. We want to make sure we have radio buttons or check boxes and fillable text areas in the right column, though. We see we have three check boxes in the first row – that’s good. The next row has a text box - good. The third row has two check boxes, but we need radio buttons here, and there’s a text field we don’t need. So let’s go ahead and delete all of these.
11. Now the difference between radio buttons and check boxes is that radio buttons should be used when you want the user to only be able to select ONE option. Check boxes are used to select multiple options. So our first row of check boxes is fine, but our third row needs to have radio buttons, because we want them selecting only one.
12. So, go to the right side and under Tasks, select Add New Field. In the dropdown menu choose radio button. Place your cursor in front of the word Light and click.
13. A yellow Property box will appear. We don’t want to change the top box, but we can change the bottom box to better identify the group. We’ll type “Type of User” and then since we are going to add another button right next to it, we’ll select Add Another Button at the bottom of the yellow box. Again place your cursor, this time, in front of the word Heavy and click. Now click somewhere outside the yellow box to leave this window.
14. Next, in our fourth row, we have a large, single text box, but we need to have two individual text boxes. So we will drag the middle dot of the text box to make the height shorter. With the box selected we will copy and paste then drag the box next to the number 2. Okay, now we will line both up by selecting each box while holding down the shift key, right click and under Align, distribute, and Center select Align vertically. This puts them neatly in line.
15. **Now…** Acrobat was smart enough that it created a digital signature box for our signature and date line, so we don’t need to do anything with these right now.

We have now added all the required fields, but we need to check their properties.

16. Let's start by right clicking on the checkbox "Personal" in the first row and select Properties. We want to make sure that both the Name and Tooltips have the same description. **Very important.** Name and Tooltip have to be checked individually, but you can select groups of boxes to change all other specifications. So after we check all the boxes Name and Tooltips let's select all the checkboxes and go to the appearance tab in the Properties window. This is where you can change borders and colors, or font size and color. We will set the Border Color to black… fill with White… a Line Thickness of Thin… with a Style of Solid. The Position Tab gives you precise control over the size and position of the field and we'll go ahead and give our check boxes a width and height of .18 to make them just a little bigger.
17. Ok, so let's look at these other tabs in the properties window. The options tab provides style options for how you want the mark to look inside the box. We'll choose a checkmark. And the actions tab features how you want your action triggered and what you will trigger. We will just leave it on Mouse Up and Execute a menu item, but you can have it do a variety of things like going to a webpage for example.
18. Now with all three check boxes selected, right click and Align Horizontally. We will also move the boxes left slightly by using our arrow keys to make sure the words aren't covered.
19. You can leave your properties window open while you go through and select new fields to review them. However, note that when we click on our text box on line two, the tab features changed. It now shows new tabs of Format, Validate, and Calculate. These are more advanced features, and unfortunately we won't have time to review these today, but you can on your own.
20. So, let's go back to the General Tab quickly so we can check to see if Name and Tooltips is filled out.
21. OK. Next, down to the third row to check our radio buttons. Both buttons should have the same name and tooltip name, let's go ahead and fix it if needed. But under the Fields in the right pane you'll notice they read Choice1 and Choice2 under Type of User. This is how radio buttons work, because only one will be allowed to be selected. With both radio buttons selected go to the Position tab and set them to the same size as our check boxes, .18. Unhighlight the radio buttons, and then select both again so our cursor isn't in the properties box, and, with our arrow key bump them up slightly so they line up with the words.
22. Next let's go to our fourth row and select on the first text box. You'll see, on the General tab, that it labeled our first box as 1 2. And since we copied and pasted the second box, we need to change **each** box to match the text numeral it is sitting next to. The first box will be "1" and the second box will be "2".
23. And finally let's check the signature and date boxes. A signature box requires a digital signature, or you can simply delete this box and require the form to be signed with ink and mailed. With the date box selected let's look at the format tab. Under Select format category, you can choose Date and then select how you'd like users to fill in the date.

We'll choose the one that shows mm/dd/yyyy. Everything looks good now, so we can close the properties window.

24. The next step is to check the fields for reading order. On the right panel, click the Tab Order arrow and in the dropdown menu select Show Tab Numbers. The info box that pops up is simply telling us to sort by tab order manually and we will do that next, so click OK. We now have numbers in each field. This is the order in which the fields will be read. Because we had to add radio buttons, they are reading out of order. Therefore we want to go to the Tabs Oder again and select Order Tabs Manually. The next info box is simply telling us that we cannot reorder the fields between pages, so click OK. Now we can drag the tabs to the correct order.
25. We know "Type of User" should be number 5 on the screen, so we will drag it up and set it just below "Personal Business School…" and now both buttons should read 5. Both buttons are five because you either select #5 choice 1 or #5 choice 2. Remember it's a radio button.
26. We need to do this to all, that are out of order, until the numbers on the page are in order…… So drag text box 2 up under text box 1. Ok now they are all in order.
27. We will go ahead and Close Form Editing at the top of the right pane.
28. To see fields you can turn on or off the "Highlight Existing Fields" in the purple bar at the top of the page.
29. Our form is now functional. If we click on the check boxes, we can choose more than one. But we can only choose one of the radio button options. We can use our tab key to move to the next field. And when we click on the signature field, our digital ID window will pop up. And we can place a date on the date line – if we type it incorrectly it should correct the format for us or it will tell us we did it wrong.
30. However, before saving our form, we should run a Full Check for Accessibility. It's ***going*** to come up with errors, because we would have to add Tagged Form Fields and Tagged Annotations to the document to make it 508 compliant. We have added a section to the 508 Users Guide that addresses these issues, and we will address how to fix these issues in our next Webinar on Fixing PDFs.

So that concludes our tutorial for Part 3 of our series, Save Time Up Front! Making NWCG documents created in Microsoft Word compliant with Section 508 requirements. We hope you gained a better working knowledge of the tools in MS Word and how to use them to make your documents 508 compliant.

If there are any questions, we'll be glad to answer them at this time.

Thanks everyone, and have a great day!